

**DRAFT DIRECTIVE TRANSMITTAL**  
**WORKFORCE INVESTMENT ACT**

Number: WIADD-119

Date: May 16, 2006

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: ORGANIZATIONAL INFORMATION CHANGES

☒ **IMMEDIATE ACTION**

Bring this draft to the attention of the appropriate staff.

☒ **E-MAIL COPY TRANSMITTED**

Number of pages (including coversheet): 4

If there are any problems with this transmittal, please call the Pagemaster at 916/654-8008.

**SUBJECT MATTER HIGHLIGHTS:**

Please review and comment on the attached draft directive.

This new directive provides additional information regarding how to report organizational changes when they occur. The Directive also provides two revised forms.

This draft directive will supersede WIA Directive WIAD03-11, dated April 13, 2004. The revisions to this directive are viewed as **highlighted text**.

**COMMENTS ARE DUE BY:**

**5/31/06**

Comments can be submitted through one of the following ways:

- 1) **Fax** — WID, Attention: **Martha Overman** at 916/654-9586
- 2) **E-Mail** — [moverman@edd.ca.gov](mailto:moverman@edd.ca.gov) (Include "draft comments" in the subject line)
- 3) **Mail** — WID / P.O. Box 826880 / MIC 69 / Sacramento, CA 94280-0001

All comments received by the end of the comment period will be considered before the final directive is issued. However, we will not be able to individually respond to comments. **Comments received after the specified due date will not be considered.**

If you have any questions, contact your WID Regional Advisor at (916) 654-7799.

# DRAFT DIRECTIVE

## WORKFORCE INVESTMENT ACT

Number:

Date:

69:130:cs:9818

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: ORGANIZATIONAL INFORMATION CHANGES

### EXECUTIVE SUMMARY:

#### Purpose:

This directive provides guidance to all organizations in receipt of Workforce Investment Act (WIA) funds that make a change to their organizational information.

#### Scope:

This directive requires that any recipient of WIA funds to provide documentation for organizational changes to a central point of contact within the Workforce Investment Division (WID).

#### Effective Date:

This directive is effective immediately.

#### REFERENCES:

None

#### STATE-IMPOSED REQUIREMENTS:

This directive contains some State-imposed requirements that are shown in ***bold, italic*** type. State instructions provide the process for submittal of all organizational changes.

#### FILING INSTRUCTIONS:

This directive supersedes WIA Directive WIAD03-11, dated April 13, 2004. Retain this directive until further notice.

#### BACKGROUND:

The subgrant is the vehicle by which the State provides funding to all recipients. In turn, the recipients are responsible for ensuring the State has the most current information for each of their organizations. Having the most current information enables the State to execute contracts, disseminate information and disburse funds with the least amount of

delay. In the past, the Employment Development Department (EDD) has received requests to update or change organizational information in a variety of ways, which has created problems. To eliminate those problems, we are establishing a single point of contact within WID who will be responsible for the review and processing of any organizational change submitted by any funding recipient.

## **POLICY AND PROCEDURES:**

***All recipients of WIA funds must submit changes to their organizational information to the WID Financial Management Unit. NOTE: All Local Workforce Investment Areas (LWIA) and Community Based Organizations (CBO) must now provide the name and e-mail address of their Administrator Alternate. A new form has been created to accommodate this additional information.***

### **Type 1 Changes:**

***Organizational changes for the following will be accepted on official letterhead stationary and must be signed by the appropriate Chief Elected Official, Chief Administrator or Chief Executive Officer representing the organization.***

- LWIA and CBO Subgrantee name changes.
- LWIA and CBO Subgrantee Administrator, Administrator Alternate, Local Workforce Investment Board representative(s), Chief Elected Official/Executive name change and any changes to office telephone/e-mail/fax numbers for the above parties.
- LWIA and CBO location address changes.

### **Type 2 Changes:**

***Organizational changes for the following will be accepted by e-mail or fax and should be submitted by one of the parties affected by the change or the designated representative for the organization.***

- Management Information System (MIS) Administrator and/or Alternate name, telephone, e-mail or fax number changes.
- Fiscal Administrator and/or Alternate name, telephone, e-mail or fax number changes.
- LWIA Rapid Response Coordinator
- LWIA Youth Program Coordinator
- LWIA Equal Employment Opportunities (EEO) Coordinator

### **NOTE:**

The attached Subgrantee Information Change Forms are optional and may be used to document any organizational changes. However, if you are making a Type 1 change and wish to use this form, it must accompany the official letterhead stationary request.

When filling out the form, users should only fill in the areas where changes have occurred. This form is linked as an attachment to this directive. Documents reflecting organizational changes must be submitted to:

Attn: Contracts Analyst  
Financial Management Unit, MIC 69  
Workforce Investment Division  
Employment Development Department  
P.O. Box 826880  
Sacramento, CA 94280-0001

### **WID Publications**

Directives, information bulletins, and other workforce information are posted on EDD's Web site. The WID disseminates these documents to the Workforce Development Community through an e-mail subscription service. When new directives, information bulletins, or other workforce information are posted on the Internet, the WID pagemaster e-mails a "Workforce Development New Web Items" notification to the Workforce Development Community. To automatically receive this notification for directives, information bulletins or other workforce information, you will need to subscribe to our subscription service at [www.edd.ca.gov/listmain.htm](http://www.edd.ca.gov/listmain.htm).

To change an e-mail address you must unsubscribe the old address and then subscribe the new address using the above Web site address. To delete an e-mail address, just unsubscribe. This change will only affect the e-mail subscription service that notifies the Workforce Development Community when new directives, information bulletins, and other workforce information are posted on the Internet.

### **ACTION:**

Bring this directive to the attention of appropriate staff.

### **INQUIRIES**

Please direct inquiries regarding this directive to the Financial Management Unit.

BOB HERMSMEIER  
Chief  
Workforce Investment Division

Attachments are available on the Internet:

1. [Subgrantee Information Change Form—Type 1](#) (DOC)
2. [Subgrantee Information Change Form—Type 2](#) (DOC)